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State Superintendent of Public Instruction

**CALIFORNIA
DEPARTMENT
OF
EDUCATION**

721 Capitol Mall

P. O. Box 944272

Sacramento, CA

94244-2720

September 2001

TO: County Superintendents
District Superintendents
High School Principals, Continuation High School Principals
Coordinators of Juvenile Court and Community Schools
and Alternative Schools

FROM: Mary Tobias Weaver
Assistant Superintendent/Director
Education Support Systems

RE: Student Leadership Grant Request for Applications (RFA)

I invite you to participate in a unique grant program that actively involves California public high school students in grades nine through twelve—including those enrolled in continuation high schools, juvenile court and community schools, and alternative schools. The purpose of the grant, which first became available in August 1999 through Title IV, IASA, Safe and Drug-Free Schools and Communities Act, is to engage youth in achieving and maintaining a safe and healthy school site that is free of violence.

The California Department of Education will distribute \$120,000 to successful grant applicants. The grants, ranging from a minimum of \$1,000 to a maximum of \$5,000 each, **must be completed by students in partnership with an adult facilitator**. No school may submit more than one application. Previously funded applicants will not be re-funded to encourage self-sustaining projects through community involvement.

The following timeline has been established for the Student Leadership Grant RFA:

RFA distributed to all high schools, unified and high school districts, and county offices of education	September 3, 2001
Letter of Intent due to Safe Schools and Violence Prevention Office	October 5, 2001
RFA proposals due to Safe Schools and Violence Prevention Office	November 5, 2001
Application Review	November 15-16, 2001
Posting period of recommended grant recipients	November 26-30, 2001
Notification of Grant Awards	December 3, 2001
Grant period begins	December 10, 2001
Grant period ends	December 9, 2001

The resource handbook entitled *Students in Action, Safe Schools* (2000), distributed to schools in September 2000, showcases previously funded projects throughout the state. This document can be downloaded from the Safe Schools and Violence Prevention Office web site at <http://www.cde.ca.gov/spbranch/safety> if you would like to utilize this resource and share it with the students in your schools to assist them in this project.

All superintendents and principals are requested to advise students and adult facilitators about this Student Leadership Grant opportunity and distribute copies of the attached RFA as appropriate. Additional copies of the grant application can be downloaded from the Internet site for the Safe Schools and Violence Prevention Office at: <http://www.cde.ca.gov/spbranch/safety/>.

Questions about the grant program should be directed to Bonnie Williamson at (916) 324-6159, or e-mail bwilliam@cde.ca.gov in the Safe Schools and Violence Prevention Office.

Attachment - RFA

STUDENT LEADERSHIP GRANT

Request For Applications (RFA)
September 2001

**California Department of Education
Safe Schools and Violence Prevention Office
Sacramento, California 95814**

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Student Leadership Grant Application

“All youth—even those who feel they have little to give—possess talents, strengths, and skills that society needs and wants.”¹

I. Purpose

The Safe Schools and Violence Prevention Office (SSVPO) of the California Department of Education (CDE) is providing grants for activities initiated by students, in partnership with an adult facilitator, to achieve and maintain a safe and healthy school site that is free of violence. Funds will be distributed on a competitive basis. A total amount of \$120,000 is available for fiscal year 2001-2002. Applicants will compete with high school students statewide.

II. Eligibility Information

All California public high school students in grades nine through twelve, including students in continuation schools, juvenile court and community schools, and alternative schools, are eligible to apply for a grant for the 2001-2002 year. The grant application must be completed in partnership with students and an adult facilitator, as defined in the Glossary of Terms (Appendix A). High school students submitting a grant application must have an approval signature from the School Principal and the District Superintendent. No school may submit more than one application. Previously funded schools are not eligible to receive continuation funding.

III. Dollar Amounts Available

Student Leadership Grants generally fund projects that promise the most direct and immediate student and school impact. For this reason, the money cannot be used for salaries, consultant fees, release time, administrative overhead (indirect cost), capital improvement, or food. Fees for trainers cannot exceed 15 percent of the total budget requested. Grant money can be used to pay for such things as training fees (up to 15% of total budget), resource materials, project supplies, telephone expenses, postage, duplicating/copying, and essential student transportation. Equipment is allowed as a one-time only expense and must be necessary for the success of the project. Grant applications may request a minimum of \$1,000 and a maximum of \$5,000 to cover costs for carrying out the project.

¹*Home Front, Summer 1997*, U.S. Department of Housing and Urban Development, Office of Crime Prevention and Security, Drug Information & Strategy Clearinghouse. Rockville, Maryland.

Grant award notifications for selected projects will be mailed to District Superintendents in late November. Your County Treasurer will receive the money for distribution to your district 4-6 weeks following your receipt of the grant award notification. Your district then disburses the funds to funded high schools in the district. The grant award period begins December 10, 2001 and ends December 9, 2002.

IV. Application

Letter of Intent

Any high school that intends to submit a grant application in response to this Student Leadership Grant Request for Applications **must submit a Letter of Intent to apply** (Appendix B) **no later than October 5, 2001**. The Letter of Intent must be mailed or faxed **by Friday, October 5, 2000** to the address below. DO NOT include the Letter of Intent with your grant application. Do not fax AND mail your Letter of Intent. You do not need a cover sheet to fax the Letter of Intent.

Safe Schools and Violence Prevention Office
660 J Street, Suite 400
Sacramento, CA 958 14
ATTENTION: Bonnie Williamson

FAX (916) 323-6061

Grant Application

The grant application (Appendix C) consists of eight parts.

- ✓ All eight parts are required and must be included.
- ✓ Use a 12-point font size. (This application is in 12-point font.) Use one-inch margins. Single-space the text.
- ✓ The application may not exceed 12 single-sided pages **including the cover page and assurances**. The Drug Free Certifications (both State and Federal) **are not** counted in the 12-page limit. You may use more than one page to answer any of the questions, as long as the total application that you submit does not exceed 12 single-sided pages.
- ✓ Staple the application in the upper left-hand corner. Do not bind the application.
- ✓ Do not add attachments.
- ✓ One original and three (3) copies of the completed grant application must be received at the above address by 5:00 p.m., November 5, 2001. **Applications postmarked prior to November 5 but received after 5:00 p.m. will not be accepted.**

- ✓ A faxed copy of the grant application will **not** be accepted.
- ✓ Proposals submitted electronically will **not** be accepted.
- ✓ Use the attached forms for each of the eight parts or you may download the grant application from the SSVP homepage (<http://www.cde.ca.gov/spbranch/safety/>). Information submitted must be limited to the space provided on the form. If you retype the application, the format must match exactly the application attached as part of this RFA or it will not pass the technical review for consideration of funding.
- ✓ All proposals must be clearly labeled on the outside of the envelope with the proposal title: REQUEST FOR APPLICATIONS, STUDENT LEADERSHIP GRANT.

To assist you in completing this application, this package includes references and forms. Specifically, you will find a Glossary of Terms (Appendix A), Letter of Intent form (Appendix B); Student Leadership Grant Application (Appendix C); Review Criteria (Appendix D); Six Basic Parts of a Student Action Project (Appendix E), Sample Activities for Achieving a Safe and Violence-Free Campus (Appendix F), and a Student Leadership Grant Application Checklist (Appendix G).

Technical Review

Each proposal will be reviewed to ensure that all technical requirements, as outlined in this RFA, are met to be eligible for possible funding. Any proposal that does not meet the technical requirements will be disqualified.

Grant Instructions

Be sure to complete each of the eight parts of the grant application package. The following summary highlights the tasks for each part.

PART 1: Grant Application Cover Page

- Complete all sections including the 14 CDS (County/District/School) code which can be accessed through the California Department of Education' *Public Schools Directory* or from your accounting office. It is also accessible through CDE' s web site at www.cde.ca.gov.
- Obtain signatures from the school principal and district superintendent.

PART 2: Assurances

Complete the requested information including signatures from your principal and district superintendent. Unsigned assurances will cause the proposal to be disqualified. Signatures by designees are not acceptable.

PART 3: Project Description

Describe your project and what you hope to accomplish (your project's goal). Include information on the number of students in your school (demographics) and the anticipated number of students that you will attempt to involve in the project activities. Provide as much statistical information as possible.

Include an explanation of who was involved in planning or creating this project—both adults and students. Give their titles (adults) and grade levels (students) and how they were chosen to be involved.

Explain how you plan to make this project work successfully, if funded.

Bonus points: Provide evidence that you are familiar with your school's Safe School Plan and describe how this project fits with that plan.

PART 4: Project Needs

Give a detailed explanation of how you decided the focus of your project to make your school safe, healthy and free of violence.

Describe the information you collected to find out what most needed to be done at your school.

PART 5: Activities Planned

Describe your project activities. Include what you expect to happen as a result of the activities.

Explain how you plan to get more students involved in your project activities.

Include how you plan to work with other youth clubs or groups on your campus to carry the same message (goal) as that described in this grant proposal.

PART 6: Timeline

Create a schedule of your activities or tasks using the form entitled "Timeline."

Include dates, description of the activities, and person(s) responsible.

PART 7 : Evaluation Plan

Explain how you will know whether your project was successful at the end of the school year.

Describe what kind of information you will collect to determine the results of your project.

PART 8 : Budget

Give the anticipated costs for your project. The amounts should be accurate, detailed costs. The amount requested on the cover page must match the total amount specified in your budget detail.

Explain what other resources your school and/or community will provide to help you with your project.

V. Grant Application Timeline

RFA mailed to all high schools, unified and high school districts, and county offices of education	September 3, 2001
Letter of Intent due to Safe Schools and Violence Prevention Office	October 5, 2001
Grant application proposals due to Safe Schools and Violence Prevention Office (Note: NO late applications will be accepted.)	November 5, 2001
Grant application reviews	November 15-16, 2001
Five-day posting period of recommended recipients	November 26-30, 2001
Notification of Grant Awards	December 3, 2001
Begin grant project	December 10, 2001
Grant project ends	December 9, 2002

VI. Review Criteria

Applications will be reviewed and ranked with points awarded for parts 3, 4, 5, 6, 7 , and 8 of the application. Part 1, Cover Sheet, and Part 2, Assurances, are required and will be reviewed to ensure technical requirements are met prior to the application being considered for further review. Reviewers will include representatives from other state agencies, law enforcement, high school teachers, county/district administrators, and students from colleges and high schools. The applications will be reviewed November 15-16, 2001.

Additional bonus points will be awarded if your school has a Safe School Plan and you can demonstrate in your application that you are familiar with its contents. Examine the Review Criteria in Appendix D for the maximum number of points to be awarded. Do not include a copy of the Safe School Plan with your application.

VII. Drug-Free Workplace Certification

Applicants must submit a completed and signed State of California Drug-Free Workplace Certification, Std. 21 Form verifying compliance with Government Code section 8 3555 in matters relating to providing a drug-free workplace.

Applicants must also submit a completed and signed federal Drug-Free Workplace Certification and Environmental Tobacco Smoke Act Certification. The two-page form is entitled “ Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.”

Both forms must be signed by the **District Superintendent** and are included in the Grant Application (Appendix C). Attach the original completed and signed forms with the original Grant Application. Copies of these forms do not need to be attached to the copies of your proposal. Only one original of each form is required.

VIII. Appeals Process

Protests to the grant awards shall be filed within five (5) working days of the notice of intent to award. Only those schools that submitted applications may protest the grant award. Protests shall be limited to the grounds that the California Department of Education failed to apply correctly the standards for reviewing the format requirements or evaluating the applications as specified in the RFA. The protesting applicant(s) must file a full and complete written appeal, including the issue(s) in dispute, the legal authority or other basis for the protester’ s position and the remedy sought. Protests must be addressed to:

Henry Der, Deputy Superintendent
Education Equity, Access and Support Branch
California Department of Education
7 21 Capitol Mall
Sacramento, CA 958 14

The Deputy Superintendent may hold an oral hearing or have a hearing on written briefs, or both. The Deputy Superintendent’ s decision shall be the final administrative action afforded the protester.

Glossary of Terms

All students	Refers to <i>all</i> students enrolled in high schools including students who are in juvenile court and community schools, or alternative schools. All students should be informed about the grant application and should have an equal opportunity to participate if they choose to do so.
Adult facilitator	Any certified teacher, resource teacher, counselor, principal, mentor teacher, coordinator, specialist, classified staff person, or peace officer who currently has their fingerprints on file with the school district and the Department of Justice.
Grant	Money from a fund. The Student Leadership Grant is funded by the United States Federal Government as part of the Improving America Schools Act (Title IV, Safe and Drug-Free Schools and Communities Act).
Project Needs	Refers to the information and data you collected through questionnaires, surveys, interviews, and/or group discussions that helped you determine what project most needs to be done at your school.
Review Criteria	Standards used to judge and rank proposals.
Safe School Plan	A plan your school develops that includes school safety procedures and policies for school crime, child abuse, disaster response, suspension and expulsion, sexual harassment, dress codes, safety to and from school, and school discipline to ensure a safe and healthy learning environment. Every school is required by law to have a School Safety Plan developed (SB 18 7 , Chapter 7 36, Hughes, 1997).

Student Leadership Grant***LETTER OF INTENT*****Due by October 5, 2001****You do not need a cover sheet to submit the Letter of Intent. Fax this form only.**

Send to: Bonnie Williamson
California Department of Education
Safe Schools and Violence Prevention Office
660 J Street, Suite 400
Sacramento, CA 958 14

Or FAX (916) 323-6061

District: _____ County: _____

School Name: _____

School Address: _____ City: _____ Zip: _____

School Adult Facilitator/Title: _____

Telephone: () _____ FAX: () _____

E-mail: _____

The students at _____ High School plan to submit a grant application for a Student Leadership Grant for 2001-2002 on or before November 5, 2001 by 5:00 p.m.

Signature of Lead Student

Grade

Date

Signature of Adult Facilitator

Telephone Number

Signature of Principal

Telephone Number

Deliver the original and 3 copies of this **on or before** 5:00 p.m.,
November 5, 2001, to:

Bonnie Williamson
Safe Schools and Violence Prevention Office
660 J Street, Suite 400
Sacramento, CA 958 14

2001-2002 Student Leadership Grant Program Application Cover Page

PART 1:

CDS Code

		-						-							
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Grant Funding Period: December 10, 2001– December 9, 2002

Project Name: _____ Amount Requested: \$_____

School Name: _____ 2000 CBEDS Enrollment: _____

School Address: _____
Street City Zip

School Adult Facilitator: _____ Title: _____

Telephone: () _____ FAX: () _____ e-mail: _____

Lead Student Contact: _____

School Principal: _____ Telephone: () _____
Printed Name

Principal' s Signature for Approval: _____ Date: _____

District Name: _____

District Address: _____
Street City Zip

District Superintendent: _____
Printed Name

Superintendent' s Signature Approval: _____ Date: _____

For State Use Only

FY 2001-2002 PCA Index: _____		
Technical Requirement Review:	Yes	No
Received by deadline	<input type="checkbox"/>	<input type="checkbox"/>
Original and 3 copies received	<input type="checkbox"/>	<input type="checkbox"/>
Completed Cover Page	<input type="checkbox"/>	<input type="checkbox"/>
Assurance Page Signed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Meets Format Requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Drug-Free Workplace Certifications (2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Application Status

Qualified for Review	<input type="checkbox"/>
Disqualified	<input type="checkbox"/>
Reviewed by:	
Name: _____	
Title: _____	
Date: _____	

This application is also available in portable document format (PDF) at: <http://www.cde.ca.gov/spbranch/safety/>

PART 2:

**Student Leadership Grant Program
Assurances**

(Submit this form with the Grant Application)

Original signature of the Principal and District Superintendent is required as part of this application process to assure that:

1. The applicant school has developed a detailed plan for a project, program, or activity to be funded by the Student Leadership Grant.
2. The Student Leadership Grant Application proposes activities or strategies designed to promote a healthy and safe school environment that is free of violence.
3. The development and proposed implementation of the Student Leadership Grant proposal reflects a broad representation of all students, including those typically not involved in traditional school activities.
4. The Student Leadership Grant proposal was developed in partnership with an adult facilitator who is committed to the program and will have adequate time to effectively supervise the project.
5. The funds made available for the Student Leadership Grant will be used to supplement, not supplant, existing programs.
6. Both students and adults on campus will evaluate the success of the Student Leadership project or activity in accomplishing the purpose(s) for which it was designed. A summary of the program's accomplishments, written by students and including a description of the information that was collected for the summary, will be sent to Bonnie Williamson, California Department of Education, Safe School and Violence Prevention Office (SSVPO), 660 J Street, Suite 400, Sacramento, CA 958 14 no later than June 30, 2002. An ending financial statement, a form provided by SSVPO, is also to be submitted no later than June 30, 2002.

School: _____ Date: _____

Principal: _____ Signature: _____
(Print)

District: _____ City: _____

District Superintendent's Signature: _____

PART 3: Project Description (15 points)

☛ Describe your proposed project and what you hope to accomplish (the project goal). Include information on the number of students in your school (demographics) and the anticipated number of students that you will attempt to involve in the project activities. Provide as much statistical information as possible.

☛ Include an explanation of who was involved in planning or creating this project—both adults and students. Give their titles (adults) and grade levels (students) and how they were chosen to be involved.

☛ Explain how you plan to make this project work successfully, if funded.

☛ Bonus points: Provide evidence that you are familiar with your school's Safe School Plan and describe how the project fits with that plan.

PART 4: Project Needs (20 points)

☛ Give a detailed explanation of how you decided on the focus of your project to make your school safe, healthy, and free of violence.

☛ Describe the information you collected (school surveys, CSSA data, Healthy Kids survey, AG' s survey) to find out what most needed to be done at your school.

PART 5: Activities Planned (25 points)

☛ Describe your project activities. Include what you expect to happen as a result of the activities you plan.

☛ Explain how you plan to get more students involved in your project activities. Provide the anticipated number of students you plan to involve in each of the activities at your school.

☛ Include information how you plan to work with other youth clubs or groups on your campus to carry the same message (goal) as that described in this grant proposal.

PART 6: Timeline (10 points)

- Create a schedule of project activities or tasks.

Date(s)	Activity	Person(s) Responsible (Name and Title)

PART 7: Evaluation Plan (10 points)

- 🔊 Explain how you will know whether your project was successful at the end of the school year.
- 🔊 Describe what kind of information you will collect to determine the results of your project.

PART 8: Budget (20 points)

☛ You may apply for a grant of \$1,000 to \$5,000. However, the costs listed in your budget must justify the amount of money you are requesting.)

☛ Give the anticipated costs for your project. Amounts listed should be based on the actual costs of items and services that you plan to use. Training fees are limited to up to 15% of total budget. Exclusions: salaries, consultant fees, release time, administrative overhead (indirect cost), capital improvement, food.

☛ Explain what other resources your school and/or community will provide to help you with the cost of your project.

Item Description	Amount

DRUG-FREE WORKPLACE CERTIFICATION

STD. 21 (REV. 12-93)

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

CONTRACTOR/BIDDER FIRM NAME	FEDERAL ID NUMBER
BY (Authorized Signature) 	DATE EXECUTED
PRINTED NAME AND TITLE OF PERSON SIGNING	TELEPHONE NUMBER (Include Area Code) ()
TITLE	
CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS	

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free workplace policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
4. At the election of the contractor or grantee, from and after the "Date Executed" and until _____
(NOT TO EXCEED 36 MONTHS), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT	PR/AWARD NUMBER AND / OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

Review Criteria

Project: (110 points possible)

	Total Points
Project Description (Part 3)	15
<ul style="list-style-type: none"> Includes description of what the project is and what is to be accomplished. Gives number of students in the school and demographic information. (5 pts.) Gives explanation of who was involved in planning or creating the project—both adults and students—including titles of adults and grade levels of students and how they were chosen to be involved. (5 pts.) Gives explanation of plans to make the project successful. (5 pts.) Bonus Points: Provides evidence that students are familiar with their school's Safe School Plan and describes how this project fits with that plan. (10 pts.) 	(+10)
Project Needs (Part 4)	20
<ul style="list-style-type: none"> Provides a detailed explanation of how the decision was made on the focus of this project. (10 pts.) Includes references to any surveys or other data (school survey, CSSA data, Healthy Kids survey, AG's survey that were collected to help decide what project needed to be done. (10 pts.) 	
Activities Planned (Part 5)	25
<ul style="list-style-type: none"> Describes project activities. Includes what is expected as a result of the activities. (10 pts.) Explains how more students will be involved in each activity and the anticipated number of students in each activity. (10 pts.) Explains how applicant plans to work with other youth clubs or groups on campus. (5 pts.) 	
Timeline (Part 6)	10
<ul style="list-style-type: none"> Provides adequate information in a timeline of when activities are to occur, a description of the activities, and who is responsible for the activities. (10 pts.) 	
Evaluation Plan (Part 7)	10
<ul style="list-style-type: none"> Explains how the success of the project will be determined at the end of the year and what information will be collected to measure results. (10 pts.) 	
Budget (Part 8)	20
<ul style="list-style-type: none"> Gives sufficient information on budgeted costs for successful operation of project. (10 pts.) Describes resources to be provided by school and/or community. (10 pts.) 	
TOTAL	_____

Six Basic Steps Of A Student Action Project

Step 1: Select a problem

Get your group together and discuss what problems concern you. (*Remember: The purpose of this grant is to fund student projects that help make your school safe, healthy, and free of violence.*) Make a list and choose one problem to focus on. To help you decide, ask the following questions:

- Which problem affects your school or community the most?
- Which would be most interesting to work on?
- Which could be worked on most easily, given your time, materials and resources?
- Which would you learn the most from?

Step 2: Research the problem

The more you know about a problem, the more you' ll understand how to approach it. Try to find out as much as you can about these questions:

- What causes the problem?
- What are its effects on the school and the community?
- What is being done about the problem?
- Who is working on the problem or is interested in it?

To find answers to these questions, try the following:

- Use the library and the Internet. Look up newspaper and magazine articles. Ask the reference librarian for help.
- Survey students, school staff and community members. Ask questions of people you know. Conduct a formal written survey.
- Interview experts. Call local government officials. Find people at non-profit organizations who work on the problem.

Step 3: Decide on an action project

Think of project ideas that would address the problem your team has chosen. Make a list of these ideas. As a team, decide on the top three ideas. Think about the pros and cons of each idea listed. Evaluate each one in terms of your available time, materials, and resources. Select the most suitable one.

Step 4: Plan the project

To prevent false starts or chaotic results, you need a plan. Use the timeline in the student leadership grant application (page 6) to help develop your plan.

Step 5: Do the project

Keep notes on what works well and what needs improvement as you implement your project. These notes will help you answer the evaluation questions listed below.












Step 6: Evaluate the project

While implementing the project, it is important to evaluate—to think about how you are doing and figure out how you can do things better. Are you meeting your goals and objectives? At the end of the project, you' ll want to evaluate how you did. Were there any unexpected results? In addition to evaluating the project' s results, be sure to examine how well your group worked together and what you learned as individuals.

Adapted from *The Challenge of Violence*, Constitutional Rights Foundation, 1997.

Sample Activities for Achieving a Safe and Violence-Free Campus

These are listed only to stimulate your thinking. You are encouraged to develop your own ideas based on the needs at your school.

-  Peace murals or healthy lifestyle murals and messages
-  Service learning projects, such as:
 - a community garden
 - after school cross-age tutoring
 - after school sports coaching
 - drama, art, or dance activities
 - homework club
 - community forum on local violence issues
-  Cross-age teaching and/or peer education on topics, such as:
 - anti-drug/alcohol/tobacco use
 - anti-gang involvement
 - stranger danger
 - conflict resolution/mediation
-  Youth Advisory Council
-  Projects to improve relations with local police
-  Teen Dating Violence Prevention Project
-  Youth Public Speaking Forum
-  School-wide peace days and events dealing with diversity issues
-  Students Against Violence Club
-  Create an Internet web site or regular newspaper on youth activities and issues
-  Peer helpers to orient new students to your school or develop a “buddy system” for younger students or students with special needs

Student Leadership Grant Application Checklist

- ▶▶ Letter of Intent to apply completed and signatures obtained (use Appendix B Form)
- ▶▶ Letter of Intent to apply mailed or faxed to Sacramento **before October 5, 2001**
- ▶▶ Grant Application Cover page Part I completed and signed by principal and district superintendent
- ▶▶ Assurances page (Part 2) completed and signed
- ▶▶ Parts 3 through 8 of the application completed
- ▶▶ Budgeted are totaled correctly
- ▶▶ State and Federal Drug-Free Workplace Certifications (Appendix C) completed and signed
- ▶▶ Grant Application written in 12 point font or larger (the same size font that can be found on pages 1-6)
- ▶▶ Grant Application does not exceed 12 single-sided pages, including the Cover Page and Assurances page
- ▶▶ Three copies of the original prepared
- ▶▶ The original and 3 copies mailed to **ensure arrival in Sacramento before 5:00 p.m. on November 5, 2001**